



At OPTK Networks, we're not just building a business – we're crafting deep-rooted relationships with our partners and customers and creating a fiber network for the future. Your role as a Business Support Specialist is pivotal in this mission. Beyond just providing accurate pricing and information, you are the bridge connecting our Sales teams and Partners. With each order you process, every piece of data you enter, and every communication you have with our partners, you're not just completing a task – you're strengthening a bond and playing a key role in the grand tapestry of our community. Come be a part of something consequential and shape the future of our partnerships and fiber network.

Responsibilities:

- Work with the Sales and Accounting Team to ensure competitive and accurate pricing.
- Complete quotes requests by working with our internal team and outside partners.
- Research locations using mapping software.
- Update tracking and training documents as needed.
- Process orders, upgrades, and disconnect notices.

Preferred Experience:

- Experience with Microsoft Office required.
- Associate degree in a business-related field or equivalent experience.
- Experience with Salesforce or other Customer Relationship Management software is beneficial.

Benefits:

- 4 Weeks of PTO
- Paid Holidays
- Health, Dental, Vision Insurance
- Life Insurance
- 401K or Profit Sharing

OPTK Networks is an Equal Opportunity Employer